



Bureau of Child Development, Child Care Licensing
Annual Unannounced Inspection Checklist B

Facility ID #: _____

Phone #: _____

Provider Name: _____		Inspection Date: ____/____/____	
Address: _____		Start Time: ____ AM / PM End Time: ____ AM / PM	
Approved Capacity: ____ Family Licensed ____ Residential Certificate ____		Licensing Specialist (s): _____	
License Expiration Date: ____/____/____ Last AI Date ____/____/____		_____	
Notes: 		Completed at Announced Inspection?	
		<input type="checkbox"/> Vehicle inspection	<input type="checkbox"/> New CBS/LIS
		<input type="checkbox"/> Pets	<input type="checkbox"/> Variances: _____
		<input type="checkbox"/> Diaper Observation	<input type="checkbox"/> _____
Introductory Items			
_____ ➤ Introduce any unknown Bureau staff to the Licensee/Certificate Holder.	_____ ➤ Give the Licensee/Certificate Holder a brief explanation of the inspection process.		
_____ ➤ Let the Licensee/Certificate Holder know that the outdoor and playground part of this inspection will be done on a separate day and time by a Playground Specialist who will be in contact with them.	_____ ➤ Ask the Licensee/Certificate Holder if s/he wants you to tell her/him about noncompliance areas as you conduct the walk-through, or wait until the inspection is over.		
INSPECTION ITEMS			✓ = Compliance O = Noncompliance N/A = Not Applicable
Ratios & Supervision			
B1. LICENSED ONLY. (Observe.) Is the required group size maintained?			90-11(8)
B2. (Observe.) Are all children indoors and outdoors being adequately supervised?			90/50-11(1)(a) 90/50-11(1)(b) 90/50-11(2)(a)-(b)
B3. (Observe.) Does the total # of children present exceed the total licensed or certified capacity?			1-6(1)
B4. (Observe.) Does the total # of children present under age two exceed the allowed capacity?			90-11(6); 50-11(4)
B5. (Observe.) Is the required caregiver to child ratio maintained?			90-11(5); 50-11(4)
General Environment			
B6. Does licensee/certificate holder allow access to inaccessible areas of the home and garage to allow a check for hidden children, illegal items, and storage of firearms? (If not, notify your RM)			1-9(1)(d)

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B7. (Observe.) Does anyone smoke in the home or within 25 feet of any entrance, or in vehicles used to transport children when children are in care?	90/50-14(4)	
B8. ♦(Observe and ask.) Do you have any firearms or other weapons on your property? If yes: Are firearms loaded? Please show me where all firearms are kept. (Firearms include guns, muzzle loaders, rifles, shotguns, hand guns, pistols, and automatic weapons. Firearms must be locked with a key or a combination lock, and kept separate from ammunition. Weapons include items such as BB guns, Airsoft guns, paintball guns, swords, sling shots, bows and arrows, cross bows, hunting knives, and nunchucks. Weapons must be inaccessible.)	90/50-12(4)(a)	
Inspect all areas that are accessible to children for the following safety hazards.		
(Observe all.) Are the following items accessible to children, including on garage shelves 36" high or lower, if the garage is accessible to children?		
B9. Tobacco, open containers of alcohol, illegal substances, and sexually explicit material?	90/50-12(4)(b)	
B10. ♦(Observe and ask.) Do you have any portable space heaters, fireplaces, or wood burning stoves that are accessible to children and are used when children are in care?	90/50-12(4)(c)	
B11. Toxic or hazardous chemicals? (Insecticides; insect repellent; pesticides; weed killer; antifreeze and windshield wiper fluid; gasoline; kerosene; paint thinner; linseed oil; turpentine; motor oil; bleach; household cleaners; nail polish remover; silver jewelry cleaner, gun powder; WD-40; super glue; liquid correction fluids, such as White Out; aqua MSDS (for fish tanks); rubber cement; spray paint; gun solvent; water sealant; fertilizer with weed killer, iodine, model glue; corroded batteries; and rubbing alcohol.)	90/50-12(4)(d)	
B12. Poisonous plants? <u>Poisonous plants include:</u> Poison ivy or oak, stinging nettle, oleander, castor beans, jimson weed, mushrooms, and toadstools.	90/50-12(4)(e)	
B13. Matches or cigarette lighters?	90/50-12(4)(f)	
B14. Open flames?	90/50-12(4)(g)	
B15. Sharp objects, which could cut or puncture skin? (Sharp knives; box cutters; adult scissors; razors; sharp ends of nails or screws protruding from an object; broken glass; broken toys with sharp edges; tools such as saws and axes; cactus; and running fans if children's fingers could fit through the guard. Also: tacks or pins on the floor and corn cob holders.)	90/50-12(4)(h)	
B16. For age 4 and under, window blind or drapery cords and pacifier cords longer than 12" accessible to children in care?	90/50-12(4)(i)	
B17. For age 4 and under, loose plastic bags large enough for a child's head to fit inside, latex gloves, and balloons?	90/50-12(4)(j)	
B18. If children under age 3 in care, choking hazards (objects less than 1-1/4" X 2-1/4") on the floor, or anywhere within 36" up from the floor?	90-12(4)(k)	
Medications – Medications do not include topical antiseptic cream or ointment, diaper cream, sunscreen, baby powder, teething gel or tablets, lotion, simethicone gas drops or pills, saline only drops or spray, or hydrocortisone cream unless any of these are prescription strength. Over-the-counter medication do include vitamins and herbal supplements, because these can be harmful if an overdose is taken.		
B19. ♦(Observe and ask.) Where do you keep prescription and over-the-counter medications, including vitamins and herbal supplements?	90-17(3); 50-17(2)	
Discipline		
B20. (Observe.) Are children disciplined in any ways that are prohibited by rule? (Should not include any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort; restraining a child's movement by binding, tying, or any other form of restraint; shouting at children; any form of emotional abuse; forcing or withholding of food, rest, or toileting; or confining a child in a closet, locked room, or other enclosure.)	90-8(11)(c) 90-19(4)(a)-(f) 50-8(9)(c) 50-19(3)(a)-(f)	

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Personnel	
B21. ♦(Ask.) Have any providers, anyone age 12 or older living in the home, or any new caregiver or volunteer been arrested, charged, or convicted of a felony or misdemeanor, or been investigated with a supported finding of abuse by the Department of Human Services? Since the last Annual Announced Inspection, has any person residing in the home turned 12, has any individual moved into the home, or has anyone begun to work or volunteer as an additional provider? If yes, have you submitted the required CBS/LIS forms?	6-3(3)(a)-(b) 6-4(9) 6-6(4)
Diapering – Complete only if a diaper change was not observed during the last Announced Inspection. N/A if the Licensee or Certificate holder does not have any diapered children in care.	
♦ (Ask.) Do you ever diaper children? If yes:	
B22. ♦(Observe and ask.) Do you ever diaper children in food preparation or eating areas?	90/50-23(1)
B23. ♦(Observe and ask.) Are children diapered directly on the floor, or on any surface that is also used for another purpose?	90/50-23(2)
B24. (Observe.) Is the diapering surface smooth, waterproof, and in good repair?	90/50-23(3)
Diapering Observation. N/O if it was not possible to observe a diaper change.	
B25. ♦(Observe or ask.) Do providers clean and sanitize the diapering surface after each diaper change, or use a non-permeable disposable diapering surface that is thrown away after each diaper change? ♦ (Observe.) What product does the caregiver use to sanitize the diapering surface? If bleach water is used, ask: How often do you mix new bleach water? (Bleach water is only potent enough to sanitize after 24 hours if after tested by the provider with sanitizer test strips, it shows still effective.)	90/50-23(4)
B26. (Observe.) Do providers wash their hands after each diaper change?	90/50-23(5)
B27. (Observe.) Do caregivers place soiled diapers in a container with a plastic lining and a tight fitting lid, or directly in an outdoor garbage container that has a tightly fitting lid or is inaccessible to children?	90/50-23(6)
B28. ♦(Observe and ask.) If cloth diapers are used, are they rinsed at the Licensee or Certificate holder's home? N/A if cloth diapers are not used. (N/A for RC.)	90-23(8)(a)
B29. ♦(Observe and ask.) If cloth diapers are used, after removal are they placed directly into leakproof container inaccessible to children and labeled with child's name, or else placed directly into a leakproof diapering service container? N/A if cloth diapers are not used. (N/A for RC.)	90-23(8)(b)
Infant and Toddler Care – N/A if there are no infants or toddlers enrolled.	
B30. ♦(Observe and ask.) Do high chairs have T-safety straps or devices, and are they used whenever a child is in the chair?	90/50-12(8)
B31. (Observe.) Do infants sleep in equipment designed for sleep (crib, bassinet, porta-crib or play pen)? Are infants placed to sleep on mats or cots, or in bouncers, swings, car seats, etc.? N/A if Licensee or Certificate Holder has no infants enrolled.	90/50-24(10)
B32. ♦(Observe and ask.) Are there any infant walkers with wheels being used or accessible to any child in care?	90/50-24(14)
B33. ♦(Observe and ask.) Do infants and toddlers have access to objects made of styrofoam?	90/50-24(15)
B34. ♦(Observe and ask.) Do you respond as promptly as possible to infants and toddlers who are in emotional distress (due to hunger, fatigue, wet or soiled diapers, fear, teething, or illness)?	90/50-24(16)